

**PHYLLIS K. Y. KWONG & ASSOCIATES (“The Appointee”)  
APPOINTMENT AGREEMENT**

1. This Appointment Agreement is made on the \_\_\_\_\_ day of \_\_\_\_\_  
200 .

2. The Appointer: -

Name:

Address:

Name of Authorized Representative:

Passport / Hong Kong Identity Card No:

HEREBY APPOINTS the Appointee to conduct the following matters  
on behalf of the Appointer:

- (i.) To set up a new trading company in \_\_\_\_\_ ;
- (ii.) To submit relevant and necessary documents  
to \_\_\_\_\_ ; and
- (iii.) To do such other things that are necessary and proper in order to  
conduct the aforementioned matters.

3. The Appointer HEREBY AGREES to pay the Appointee a professional service fee in the sum of HK\$ . This sum being inclusive of all application fees payable to the and of the Appointee's one year service fee after the setting-up of the new company.
4. The Appointer HEREBY AGREES to pay the Appointee the first half of the sum mentioned in Clause 3 above (i.e. HK\$ ) within seven days after the execution of this Agreement, either in cash or by depositing the exact amount into the Appointee's Hang Seng Bank Account (Account No. 267-236-982-002) in Hong Kong.
5. The Appointer HEREBY AGREES to pay the Appointee the second half of the sum mentioned in Clause 3 above (i.e. HK\$ ) within seven days upon the successful completion of the Appointee's work as mentioned in Clause 2 above (i.e. when ).
6. The professional service fee in the sum of HK\$ mentioned in Clause 3 above is exclusive of the fee (to be borne by the Appointer, estimated but not ascertained to be in the region of HK\$ ) payable to .
7. The Appointee estimates but does not guarantee that the process of setting up the company mentioned in Clause 3 above can be completed in about after all necessary supporting documents are submitted.
8. The Appointer HEREBY AGREES to submit all relevant and necessary information to the Appointee in good time. The Appointer HEREBY GUARANTEES that all information submitted to the Appointee shall be

true, accurate and complete. All liabilities arising from the insufficiency, inadequacy or inaccuracy of any such information submitted by the Appointer to the Appointee shall be borne by the Appointer and the Appointer alone. The Appointer HEREBY AGREES to indemnify the Appointee of all loss or damages which the Appointee may suffer as a result of the insufficiency, inadequacy or inaccuracy of any of the information submitted by the Appointer,

9. The Appointer HEREBY AGREES to assist in the signing and/or stamping and/or sealing of all relevant and necessary documents in good time. All liabilities arising from the Appointer's failure to sign and/or stamp and/or seal any relevant and necessary documents in good time shall be borne by the Appointer and the Appointer alone. The Appointer HEREBY AGREES to indemnify the Appointee of all loss or damages which the Appointee may suffer as a result of the Appointer's failure to sign and/or stamp and/or seal any relevant and necessary documents in good time.
10. The Appointer HEREBY AGREES not to terminate this Agreement unilaterally.
11. This Agreement is executed in duplicate, both copies having the same legal force and effect upon execution by both parties.
12. This Agreement shall be governed by and interpreted by reference to the laws of Hong Kong. Both parties hereby irrevocably submit to the exclusive jurisdiction of the Hong Kong courts.

**The Appointer:**

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Name:

Name of Authorized Representative:

Position:

Address:

Contact Telephone No.:

**The Appointee:**

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Name: **Phyllis K. Y. Kwong & Associates**

Name of Authorized Representative: Kwong Ka Yin, Phyllis

Position: Principal Solicitor

Address: No. 10, G/F, Expo Galleria, Hong Kong Convention and Exhibition  
Centre Extension, No. 1 Expo Drive, Hong Kong

Contact Telephone No.: 3110 0718